

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: PUBLIC WORKS - DPW AND PARKS, RECREATION & RAILROAD

DATE: MARCH 27, 2012

COMMITTEE MEMBERS PRESENT: OTHERS PRESENT:

SUPERVISORS BENTLEY	JEFFERY TENNYSON, SUPERINTENDENT OF PUBLIC WORKS
MERLINO	PAUL BUTLER, DIRECTOR OF PARKS, RECREATION & RAILROAD
MONROE	KATE MANCE, ADIRONDACK/GLENS FALLS TRANSPORTATION COUNCIL
CONOVER	STEVE TORRICO, GENERAL MANAGER, SARATOGA NORTH CREEK RAILWAY
WOOD	DANIEL G. STEC, CHAIRMAN OF THE BOARD
TAYLOR	NICOLE LIVINGSTON, SECOND DEPUTY CLERK OF THE BOARD
DICKINSON	KEVIN GERAGHTY, BUDGET OFFICER
MASON	SUPERVISORS KENNY

STRAINER

THOMAS

COMMITTEE MEMBER ABSENT:

SUPERVISOR FRASIER	JULIE PACYNA, PURCHASING AGENT
	DON LEHMAN, <i>THE POST STAR</i>
	THOM RANDALL, <i>ADIRONDACK JOURNAL</i>
	AMANDA ALLEN, DEPUTY CLERK OF THE BOARD

Mr. Bentley called the meeting of the Public Works Committee to order at 9:30 a.m.

Motion was made by Mrs. Wood, seconded by Mr. Conover and carried unanimously to approve the minutes from the prior Committee meeting, subject to correction by the Clerk of the Board.

Privilege of the floor was extended to Paul Butler, Director of Parks, Recreation & Railroad, who distributed copies of his agenda to the Committee members; *a copy of the agenda is also on file with the minutes.*

Commencing with the agenda review, Mr. Butler apprised that the first item listed pertained to a request to endorse the Adirondack/Glens Falls Transportation Council's (A/GFTC) Warren County Bicycle Plan, as presented at the prior Committee meeting by Kate Mance; he noted that Ms. Mance was in attendance to answer any questions on the Plan.

Motion was made by Mr. Taylor, seconded by Mrs. Wood and carried unanimously to approve the previously mentioned request and the necessary resolution was authorized for the April 20th Board meeting. *A copy of the request is on file with the minutes.*

Mr. Butler stated that the second agenda item consisted of a request to authorize the Up Yonda Farm to have a \$100 petty cash fund. He explained that due to increasing requests from elementary school-age children, they had decided to introduce a small gift shop that would sell inexpensive items such as pens, pencils, t-shirts and hats emblazoned with the facilities name; he added that a petty cash fund was necessary to make change for these purchases. Jeffery Tennyson, Superintendent of Public Works, interjected that during the development of the 2012 Budget discussions held been held concerning raising revenues at Up Yonda and a small gift shop had been one of the ideas presented. He said they would be coordinating with the Treasurer's Office and the IT Department to implement the appropriate system for sales tax collections, as well.

Motion was made by Mr. Monroe, seconded by Mrs. Wood and carried unanimously to approve the request for the Up Yonda Farm to have a \$100 petty cash fund and the necessary resolution was authorized for the April 20th Board meeting. *A copy of the request is on file with the minutes.*

Mr. Tennyson announced that the next agenda item referred to the cost sharing proposal presented by SNCR (Saratoga North Creek Railway) at the February 2nd Committee meeting. He advised that positive discussions had been held with SNCR, but they had yet to receive a revised proposal which addressed the concerns noted by the Committee. Mr. Tennyson said he expected the revised proposal to be presented at the next Committee meeting, along with a resolution requesting its acceptance. In response to a question posed by Mr. Dickinson, Mr. Tennyson clarified that most of the Committee's concerns centered on the fact that the revenue forgiveness requested in the proposal would not allow for funds to be contributed to the reserve fund established for major and emergency repair costs. Additionally, Mr. Tennyson stated there were concerns with the details on engineering oversight and the ability to confirm completion of the construction outlined in the proposal. He said a verbal agreement addressing these issues had been reached with SNCR, but they were still awaiting written confirmation.

Mr. Butler stated that the next agenda item referred to an update on SNCR operations and he noted that Steve Torrico, SNCR General Manager, was in attendance to address this item. Mr. Torrico apprised that the Snow Train had transported almost 1,400 passengers on 36 runs, averaging about 40 passengers per run; he added that they were very happy with these figures, especially given the lack of snow for the winter season. Continuing, Mr. Torrico announced that ridership forecasting for the upcoming train season beginning on May 26th had been completed and a goal had been set to carry 30,000 regular passengers, exclusive of the Polar Express and any other special event passengers. He stated that there were two more regular runs scheduled for the current season and a few pre-arranged special trips, then train operations would cease for repair and maintenance during the months of April and May, before resuming on May 26th. Mr. Torrico noted that the FRA (Federal Railroad Administration) geometry car would be running the rail in mid-April to determine any track deficiencies. At Mr. Merlino's prompting, Mr. Torrico further noted that on Friday, March 30th there would be a FAM (familiarization) tour train leaving the Hadley platform at 7:30 a.m. which business owners were invited to attend in order to get a first hand view of the train operations and rider experience so that it could be promoted to guests. He added that there were currently 26 people scheduled to attend the free event which would include a train ride, tour of North Creek and their businesses and a luncheon at the Garnet Hill Lodge, before returning to the Hadley platform around 2:30 p.m. Mr. Conover requested the final ridership figures for the Polar Express event and Mr. Torrico replied there had been almost 36,000 attendees and their goal was to increase this figure by 20% in the upcoming season, which they felt was a very attainable goal.

Resuming the agenda review, Mr. Butler addressed the Items of Interest section, as follows:

- A complimentary letter received from the Queensbury High School relative to a recent tour of the Fish Hatchery was included in the agenda packet;
- A brief update on the spring fish stocking was provided noting the waters stocked to date and a photo of a two-year old rainbow trout with an average length of 15.5" was circulated;
- Attendance figures for the Up Yonda Farm Maple Festival were reviewed and it was noted that the attendance level had increased from the prior year;
- A comparison of New York State snowmobile registration figures for the past three years was provided, reflecting a considerable decrease for the 2012-2013 season. The decrease was attributed primarily to a lack of snow, and it was noted that there would be a commensurate decrease in the amount of funding received for the snowmobile clubs, although the exact amounts were as of yet unknown; and
- The date of the annual snowmobile club meeting was announced as being April 24th at 5:00 p.m. at the Fish Hatchery, which all Supervisors were invited to attend.

Concluding the agenda review, the Referral items were addressed, as follows:

1. No update was provided relative to the Committee's request for the County Attorney's Office to research property jointly owned by the County and the Town of Johnsburg to determine whether transfer of

- ownership to the Town was appropriate;
2. Mr. Tennyson advised that he and Mr. Butler were working with resident Tanya Tobias-Tomas to draft a letter to SNCR relative to her concerns with railroad operations and the effects to her property. Because this issue had been addressed, he asked that it be removed from the Referral List;
 3. An update was provided earlier in the meeting relative to the cost sharing plan proposed by SNCR; and
 4. Mr. Tennyson noted the Committee action taken earlier in the meeting relative to the Warren County Bike Plan presented by the A/GFTC and he asked that the item be removed.

As there was no further Parks, Recreation & Railroad business to discuss, privilege of the floor was extended to Mr. Tennyson, who distributed copies of the DPW agenda to the Committee members; *a copy of the DPW agenda is on file with the minutes.*

Mr. Tennyson announced that the first agenda item pertained to the Overtime Report, which was included on the first page of the agenda packet. He noted there had been a decrease in overtime for the first quarter of 2012 due to a lack of snow and ice events.

The next agenda item referred to a request on page 2, Mr. Tennyson advised, which sought authorization for \$2.6 million in serial bonds to cover the cash flow and local match for the Beach Road (CR 51/6) Reconstruction Project. He explained that construction activities for the Beach Road Reconstruction Project were planned to begin in May of 2012 and be completed in November 2013 at an approximate total of \$6.84 million. Mr. Tennyson further explained this was a Federal-aid project which required the County to cover the first instance project costs, which included the 80% Federal, 15% State and 5% Local Shares, then submit reimbursement requests through NYSDOT (New York State Department of Transportation). He stated that because reimbursements were typically received within three to four months after processing, \$2 million of serial bonds would be necessary to maintain cash flow in anticipation of the reimbursements. The remaining \$600,000, Mr. Tennyson noted, would be used to cover the 5% Local Share and unobligated State Marchiselli funds.

Motion was made by Mr. Dickinson, seconded by Mr. Conover and carried unanimously to approve the request to authorize \$2.6 million in serial bonds to forward the Beach Road (CR 51/6) Reconstruction Project, as outlined above, and refer same to the Finance Committee. *A copy of the request is on file with the minutes.*

Continuing, Mr. Tennyson presented a request for a new contract with Reclamation, LLC for bituminous concrete pavement recycling (cold in-place) for highway rehabilitation and he noted that this contract would be used for a number of upcoming road projects.

Motion was made by Mrs. Wood, seconded by Mr. Conover and carried unanimously to approve the aforementioned request and the necessary resolution was authorized for the April 20th Board meeting. *A copy of the request is on file with the minutes.*

Mr. Tennyson advised that the next agenda item pertained to a request to establish paving rates to be charged to local municipalities for work performed by the DPW, as outlined in the resolution request form on page 4. He pointed out that the request form provided a breakdown of estimated average labor costs and fuel usage. Mr. Tennyson noted that the actual charges assessed would include the realized number of staff hours worked, charging overtime when necessary, and fuel costs would be determined based on the current fuel rate on the date of construction.

Motion was made by Mr. Conover, seconded by Mr. Monroe and carried unanimously to approve the previously mentioned request and the necessary resolution was authorized for the April 20th Board meeting. *A copy of the*

request is on file with the minutes.

Moving on to agenda page 6, Mr. Tennyson presented a request to fill the vacant position of Sign Maintenance Worker, base annual salary \$31,289, due to termination, as well as any vacancies created as a result of promotion. He said he had discussed the request with Paul Dusek, County Administrator, that morning and Mr. Dusek concurred that the position should be filled as it was one of only three positions on the Traffic Crew that handled all of the signage in the County, as well as traffic control devices and any complicated work zones. When asked for clarification on the filling of the Sign Maintenance Worker position, Mr. Tennyson advised his intention was to promote an existing employee to the position, then backfill any vacancies created as a result of this action.

Motion was made by Mr. Conover, seconded by Mr. Dickinson and carried unanimously to approve the request to fill the vacant position of Sign Maintenance Worker, base annual salary \$31,289, and refer same to the Personnel Committee. *A copy of the Notice of Intent to Fill Vacant Position form is on file with the minutes.*

Mr. Tennyson proceeded to outline the Items of Interest section of the agenda, as follows:

- With reference to the Emergency Services Training Center site work, Mr. Tennyson advised that they continued to make site preparations for placement of the MASK Confidence Building. He said they had established a good road base and noted that the five shipping containers that would constitute the MASK Confidence Building were scheduled to be delivered on Thursday, March 29th. Mr. Tennyson indicated that once the foundation work was complete, a crane would be brought to the site to set the Building, which he anticipated would be ready for use by the end of April. He stated that the grant time lines specified would be met through this schedule and he said he would provide the Committee with pictures of the Building when the setup was completed. In response to Mr. Tennyson's indication that site tours were available to anyone interested, Mr. Mason suggested that a date and time be determined when any interested Committee member could view the site and Mr. Tennyson agreed, stating that he would forward the pertinent details when they were decided upon; and
- Referring to the Beach Road (CR 51/6) Reconstruction Project, Mr. Tennyson announced that the bid deadline for construction services was March 29th and he said they anticipated construction would start within four to six weeks.

Mr. Dickinson questioned how many bids were expected for the reconstruction work and Mr. Tennyson responded that he did not know how many bids would be received, but said about 40 sets of plan specifications had been distributed, some of which went to sub-contracting companies that would not submit a bid. Mr. Dickinson then asked if a fee was charged for the bid documents and Mr. Tennyson replied in the negative, noting that they were distributed in CD format which was easier and less expensive to provide, allowing for an easier process than the previous one that had them collecting and returning deposits as bid documents were picked up and returned. Mr. Tennyson stated that once the bid was awarded, they would provide the selected contractor with the formal printed project documents necessary to complete the construction.

Mr. Monroe inquired as to whether any new information had been received relative to reconstruction of the NYSDEC (New York State Department of Environmental Conservation) owned portion of Beach Road and Mr. Tennyson advised that they had been contacted by NYSDOT within the last two weeks to determine whether they could somehow latch onto the current construction project and he said he had conveyed that they had tried to include this portion of road in the initial project plans two years ago, but NYSDEC had declined to participate. Unfortunately, Mr. Tennyson added, they could not be added to the project now because available grant funding had been focused on other areas within the Transportation Improvement Program (TIP) and also because it was too late to modify the bid documents. Mr. Tennyson announced that a meeting had been scheduled with NYSDOT officials, and it was his understanding that a couple of NYSDEC project engineers would be in attendance, as well,

to discuss future options, including the County taking ownership of that section of the road or the County providing guidance on pursuing a separate bid for construction services. He added that recent discussions had centered upon possibly maintaining the forest preserve designation, but conveying that section of road to the County so that highway funds could be used for improvements; he continued that he had only highway funds available to support construction operations and under the current status of the section of road in question, it was not appropriate to use those funds to improve a State park.

Mr. Mason questioned whether it was possible to realign the NYSDEC portion of Beach Road to remove the section that circled around the existing parking lot, thereby making that lane shorter than it was currently and Mr. Tennyson replied that in the past, when NYSDEC had been a part of the Reconstruction Project, multiple suggestions had been made as to how the roadway could be adjusted to reduce cost and at that time it was determined that due to existing factors, the current placement was appropriate. He continued that if NYSDEC pursued a larger Federal-aid type project, this matter would likely be reviewed again to confirm that the existing roadway was appropriate for the site.

Concluding the agenda review with the Referrals section, Mr. Tennyson advised there was only one item to discuss, that being a referral from the Finance Committee to both the Public Works and Gaslight Village Ad Hoc Committees to determine whether revenues from parking at the West Brook and Beach Road parking lots would be allocated to the general fund or maintenance of the Festival Space. Mr. Monroe said one suggestion would be to use any funds raised in connection with the Festival Space for park maintenance and funnel all parking revenues into an identified code within the General Fund, allowing them to be used to assist with park maintenance if the costs exceeded the revenues received for events held there. However, he noted, all initial revenues received should be used to retire the bond approved at the March 16th Board meeting to fund the construction of the parking lot and purchase of parking meters. Mr. Bentley interjected his opinion parking revenues should be placed in the General Fund and identified for highway improvement projects; he added that neither parking lot was, or had ever been, part of the Gaslight Village property and he did not feel that any such association should be made.

In response to a question posed by Mr. Dickinson, Mr. Dusek apprised that County funds were being used to retire the bond secured to fund the County portion of the Gaslight Village property purchase. He noted that the property had been purchased with the understanding that the only cost to Warren County taxpayers would be for the County portion of the property costs, but there were concerns that the revenues raised through use of the property would not be sufficient to support the maintenance costs. In addition to a determination on how parking revenues from these sites should be handled, Mr. Dusek advised the Committee also needed to decide whether the West Brook and Beach Road parking lots fell under the realm of the Public Works Committee or the Gaslight Village Ad Hoc Committee.

A lengthy discussion ensued during which it was determined that the consensus of the Committee was for matters concerning the West Brook and Beach Road parking lots to be considered by the Public Works Committee, and that separate line items should be added to the budget to track revenues received from the Beach Road parking lot, the West Brook parking lot and the Festival Space, with decisions on how the funds would be expended to be determined at a later date, following repayment of the bond secured for construction of the West Brook parking lot and purchase of parking meters.

There being no further business to come before the Public Works Committee, on motion made by Mr. Mason and seconded by Mrs. Wood, Mr. Bentley adjourned the meeting at 10:30 a.m.

Respectfully submitted,
Amanda Allen, Deputy Clerk of the Board